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Departmental Online Journal Entry (DOL) Form

** General Accounting Office Use Only

** JOURNAL DATE	** JOURNAL ID

PREPARER	PHONE	DATE

DEPARTMENTAL APPROVER	DEPT APPROVER'S SIGNATURE	DATE

PROJECT APPROVER	PROJECT APPROVER'S SIGNATURE	DATE

SPONSORED RESEARCH APPROVER	SR APPROVER'S SIGNATURE	DATE

PURPOSE OF TRANSACTION (*NOTE: Sample DOL Forms are available at* http://controller.vpfa.fsu.edu/accounting/interdepartmental-transactions.)

TRANSACTION(S) AS CURRENTLY RECORDED

Original Trnx Document #	DeptID	Fund	Account	Amount	Project	Activity ID	Analysis Type	CF1	CF2	CF3	Source Type	Category

TRANSACTION(S) AS CORRECTED

Original Trnx Document #	DeptID	Fund	Account	Amount	Project	Activity ID	Analysis Type	CF1	CF2	CF3	Source Type	Category

Email Form to Sponsored Research

Email Form to General Accounting

Entered By:

Posted By:

Departmental Online Journal Entries
Instructions for Completion

Departmental Online Journal Entries (DOLs) are used primarily to adjust the ledger for already recorded transactions. This provides flexibility for University departments to authorize various interdepartmental transactions unique to the University and make corrections to the General Ledger as necessary. This action permits accurate cost records to be maintained at the departmental/project code level.

DOLs are also necessary when a department/project charge needs reimbursement from another department/project within the University. This type of transaction is called an expense transfer (ET). There are a number of guidelines associated with these types of transactions:

- In no case may the expense transfer take place before the original transaction being recorded in the General Ledger.
- Correction transfers cannot be made from a department other than the one from which the expenditure was originally made.
- ETs should normally be processed in the same fiscal year as the original charge in order to zero out the effect and not be in violation of the budget process. ETs that do cross fiscal years should only be processed with the assistance of General Accounting.
- Documentation of an Expense Transfer must contain evidence that it is appropriate.
    - Reference must be made to the original expenditures supported by the original journal, voucher, or expense report number and justification for the transfer.
    - In addition, documentation supporting the original expenditure as recorded in OMNI, such as a copy of the Expense Journal page or query, should be attached to the Expense Transfer.

All DOLs, including expense transfers, should be processed using the ***Departmental Online Journal Entry form***. Once this form has been completed, it should be approved by the charged department and/or project, as applicable. Acceptable Departmental Approvers are the Budget Manager or an authorized signer as defined by University policy 4-OP-D-2-C. Once approved, the form should be forwarded, along with sufficient backup, to General Accounting for review and posting into OMNI.MNI. **NOTE**: *It is preferred that these forms be routed and ultimately submitted to General Accounting electronically. Completed and properly authorized forms can be forwarded to* GeneralAccounting@admin.fsu.edu.

DOLs are also the primary mechanism for Departments to request adjustments to SF Journals (Originating in Student Business Services). If a Department is using this form to request adjustments to SF journals, please reference the original journal where the transaction was recorded, and submit the form using the "Email Form to General Accounting" Button. If the SF journal adjustment involves contract or grant funds (5xx), please see the next paragraph for routing instructions. All corrections to SF journals will be processed and posted through future SF Journals.

All DOL forms that involve a contract or grant fund (5XX) must be approved by The Office of Sponsored Research before they are forwarded to General Accounting. These forms should be approved by a Project Leader or Principal Investigator using the 'Project Approver' section of the form. Please utilize the 'Email Form' buttons on the form to route the form to General Accounting or to Sponsored Research, as necessary.

NOTE: An online tutorial on how to create a digital signature can be found in the **"Software training materials"** at **http://controller.vpfa.fsu.edu/training**.

Notes on the completion of the DOL form:

- The "Transaction(s) as Currently Recorded" section of the form should be completed with the original transaction being corrected/transferred, exactly as it was recorded.
- Sample forms demonstrating how to properly fill out the necessary information for commonly requested DOLs are available online at http://controller.vpfa.fsu.edu/accounting/interdepartmental-transactions
- Users should be explicit as possible in the "Purpose of Transaction" section as this information will appear in the Header Description of the Journal in OMNI.
- Submitted forms MUST include appropriate and sufficient backup documentation in order to be processed by General Accounting. Backup can be attached directly to the form using the 'Attachments' paperclip icon in Adobe.
- Completed forms can be easily forwarded to Sponsored Research or General Accounting for processing by using the 'Email Form...' buttons.